

# CITY OF CALISTOGA

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[www.ci.calistoga.ca.us](http://www.ci.calistoga.ca.us)



July 1, 2019

## SENT VIA EMAIL

Dan Rubins  
Via MuckRock News  
DEPT MR 57823  
411A Highland Ave  
Somerville, MA 02144-2516

Email: [57823-98847157@requests.muckrock.com](mailto:57823-98847157@requests.muckrock.com)

## Re: Request for Public Records

Dear Dan Rubins:

The City of Calistoga ("City") is in receipt of your Public Records Act Request, dated June 21, 2019 ("Request"). Copy of the Request and the City's response are enclosed for reference.

The City fully wishes to cooperate possible with the Public Records Act (Government Code section 6250 et seq.). Under established California law, the City is obliged to comply with a request for a public record so long as the requester makes a specific and focused request for information, that information is maintained by the City in its ordinary course of business, the information is disclosable, and the record can be located with reasonable effort. The Public Records Act provides for the inspection or copying of existing identifiable public records; it does not compel the City to create new records, lists, privilege logs, or reports in response to a request.

The City is required to determine whether the Request, in whole or in part, seeks copies of disclosable public records. Ordinarily, this determination must take place within ten (10) days of the City's receipt of the Request. However, a fourteen (14) day extension is available in certain circumstances. Pursuant to Government Code section 6253(c), the City is hereby invoking its right to extend the time to respond to the Request by fourteen (14) days for one or more of the following reasons:

- The need to search for and collect the requested records from facilities separate from the office processing the request.
- The need to search for, collect, and appropriately examine a voluminous amount of separate and distinct records that are demanded in a single request.
- The need for consultation with another department or agency that has

substantial interest in the response to the request.

- The need to compile data, to write programming language or a computer program, or to construct a computer resort to extract data.

Accordingly, the City will provide an updated response to your Request on or before July 15, 2019. If you have any questions about the City's response to your Request, please feel free to contact me directly at (707) 942-2807.

Sincerely,



Irene Camacho-Werby  
City Clerk

Enc: Public Records Act Request  
July 1, 2019 City Response